

CARE FUNCTIONAL REVIEW CIVIL RIGHTS

For information on interpretation or clarification of the functional questions in this section, please contact Korona Prince, Office of Civil Rights, 202-720-6161.

Note: References include Departmental Regulation No. 4300-6, "Civil Rights Policy for the Department of Agriculture; USDA and ARS Policy Statements.

7.0 Special Emphasis Programs

- Does the Location initiate and conduct programs and other activities to increase awareness/representation in an effort to build and maintain a diverse and high-quality workforce? (This includes special observance celebrations, display of special observance month posters, and other educational and awareness activities).
- Is the Location aware of the Area Civil Rights Manager, Area's Special Emphasis Programs/Equal Employment Opportunity/Civil Rights or Diversity Committees and its chairperson, functions, and accomplishments?
- Is there adequate communication between the Special Emphasis Programs and the Equal Employment Opportunity/Civil Rights or Diversity Committees?

7.01 Outreach Efforts

- What outreach efforts have been made by the Location to increase awareness of ARS programs and activities? (This includes visits to schools, tours, direct contact with local community resources, cooperative efforts with universities, high schools, and professional public and private organizations, etc.). If so, what were the results of those efforts?

7.02 Recruitment Efforts and Affirmative Employment Program

- Questions to the LC and LAO:
- What efforts have been made to hire qualified individuals to ensure a diverse workforce?
- What were the results of those efforts?
- Are there any specific EEO activities/hiring objectives that the Location has undertaken in the past 2 years? If so, what are the results?
- Was assistance requested from the Area Civil Rights Manager or Special Emphasis Program Manager/Equal Employment Opportunity or Civil Rights or Diversity Committee or Recruitment Staff? If so, did they provide assistance? What was the quality of the assistance?

- Are you aware of the Area or ARS Management Directive 715 Annual Report of the Equal Employment Opportunity Program (same as the Agency Affirmative Employment Program report)?
- Are you aware of the Affirmative Employment Program Accomplishment Report and Update your Area Civil Rights Manager/Coordinator prepares?

7.03 Persons with Disabilities

- Are accommodations provided for individuals with disabilities to perform the essential duties of their positions, attending special observances, meetings, or any other function related to their position?
- Are employees aware of the reasonable accommodation process? How are employees made aware of the reasonable accommodation process?
- Have there been any activities to foster or facilitate the employment of persons with disabilities including making reasonable accommodations for known physical or mental limitations of qualified applicants and employees with disabilities?

7.04 Communication

- Are current USDA/ARS/Area policy statements for EEO/CR and the prevention of sexual harassment prominently displayed on all official bulletin boards? (Agriculture Secretary's and ARS Administrator's policy statements). Are documents also posted regarding diversity and reasonable accommodation? Has the LC/CD/RL communicated his/her commitment and support of the USDA/ARS/CR program objectives to all Location employees? How or what mechanism was used?
- Are the posters "Discrimination in Employment is Illegal" and "And Justice For All" prominently displayed on all official bulletin boards?
- Are employees aware of who the Area Civil Rights Manager/Coordinator is and his/her role?
- What and how are civil rights expectations communicated to the employees?
- Are employees aware of the Civil Rights web site (ARS and Area)? Are the web sites user friendly?

7.05 Training

- Have all location/area employees completed the current mandatory Civil Rights training?
- Are there additional EEO/CR topics where training is needed?

7.06 Recognition

- Are employees aware of the Administrator's EEO/CR Awards Program and Area's Award program (if applicable)?
- How are employees, managers/supervisors, organizational units, etc, recognized for demonstrating superior equal employment opportunity accomplishments?
- What is the process for determining who receives awards at the location?